

## **WEST SWINDON PARISH COUNCIL**

### **Grants Criteria**

West Swindon Parish Council has set aside £15,000 for community grant applications. West Swindon Parish Council awards grants twice per annum.

Up to two thirds of the grant pot will be awarded at the end of September and the final third will be awarded at the end of February in any given financial year. In exceptional circumstances, grant applications may be considered outside of these time frames.

#### **1. WHO CAN APPLY?**

- 1.1 Local community groups, voluntary organisations and non-commercial charities that are based in the West Swindon Parish. Any grant application must be of benefit to residents of the Parish of West Swindon.
- 1.2 Organisations should have as a minimum;
  - A constitution
  - A committee with a minimum of 3 unrelated people
  - A bank account which requires 2 signatories
  - Equal Opportunities Policy
  - Safeguarding Policy

#### **2. HOW CAN THE GRANTS BE SPENT?**

- 2.1 Grants can normally only be used for capital projects. Initial revenue costs may be considered but not on-going operational costs.
- 2.2 More than one project may be comprised in a grant application. This will be treated as a single application.  
*(N.B. Funding will not be approved for events that have already occurred, equipment already purchased, works already started or completed, general operational/revenue costs, repayment of loans or cost of services)*

#### **3. WHEN CAN YOU APPLY?**

- 3.1 Applications can be submitted at any time during the financial year, however unless there are exceptional circumstances, they will only be considered at the agreed points throughout the year, September and February.

#### **4. HOW TO APPLY?**

- 4.1 All applications must be submitted on the Parish Council's grant application form and sent to the address on the form. The form is available from the Parish Office or online here:

[www.westswindon-pc.gov.uk/news/west-swindon-parish-council-grants](http://www.westswindon-pc.gov.uk/news/west-swindon-parish-council-grants)

or email [westswindonpc@outlook.com](mailto:westswindonpc@outlook.com)

- 4.2 The following must be sent with the application form (for bids over £250):
- Copy of your certified or audited accounts (where applicable) from your last financial year.
  - Photocopy of your most recent bank statements.
  - If your organisation has been in existence for less than that a year, a copy of your income /expenditure budget for your first year's operation.
- 4.3 Requests on email which are not on the application form, by telephone or letter WILL NOT be considered.
- 4.4 If you have made previous grant applications, you will not be awarded the grant monies if your previous grant evaluation report from a previous grant award is outstanding.

## **5. DECISION PROCESS**

- 5.1 Once your application is received you may be contacted by the Assistant Clerk to the Council if there are any eligibility questions.
- 5.2 The Finance & Staffing Committee has delegated authority to make the decision and will make grant awards on the first committee meeting after each closing date. This Committee may refer a Grant to Full Council for a decision.
- 5.3 Where considered necessary, you will be requested to provide personal representation at the meeting. You will be notified if this is the case.
- 5.4 Following the meeting the organisation will be notified in writing and asked to sign and return a contract prior to funds being allocated.

## **6. WHO OR WHAT WILL NOT NORMALLY BE FUNDED?**

- 6.1 The activities of political organisations.
- 6.2 The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.

- 6.3 An organisation that discriminates on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a youth club).
- 6.4 Organisations that have a closed or offer restricted membership.

## **7. CONTRACT GRANT CONDITIONS**

- 7.1 The organisation is responsible for ensuring the grant is used for the purpose for which it is granted, and for that purpose only.
- 7.2 Prior approval of the Parish Council is required if any change to purpose of the grant is required.
- 7.3 The applicant will submit a report of the activity demonstrating the impact of the grant as approved within 30 days of the completion of the project. The applicant must return evidence of expenditure at the same time as the report, to the full amount spent.
- 7.4 The Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application or any underspend not allocated by the project end date.
- 7.5 Should for any reason the organisation dis-band during the period of the grant the parish council may ask for all or part of the monies to be paid back.
- 7.6 In any marketing activity, media releases, social media feeds, the role and contribution of the parish council should be acknowledged.
- 7.7 The parish council reserves the right to publicise the grant allocation to promote how the grant funding has been allocated and spent.
- 7.8 The organisation agrees to comply with all the relevant legislation and regulations in delivering the project.